





2015-16 public report form submitted by Select Harvests Limited to the Workplace Gender Equality Agency

Organisation and contact details

Organisation registration	Legal name ABN	Select Harvests Limited 87000721380
	ANZSIC	0139 Other Fruit and Tree Nut Growing
Organisation	Trading name/s	
details	ASX code (if relevant)	SHV
	Postal address	PO Box 5
		THOMASTOWN VIC 3074
		AUSTRALIA
	Organisation	0394743502
	phone number	
Reporting	Ultimate parent	Select Harvests Limited
structure	Number of	580
	employees covered	
	in this report	
	submission	
	Other	Select Harvests Food Products Pty Ltd
	organisations	Kyndalyn Park Pty Ltd
	reported on in this	
	report	





Workplace profile Manager

Manager ecoupational estageries	Paparting level to CEO	Employment status		No. of employees			
Manager occupational categories	Reporting level to CEO	Employment status	F	М	Total employees		
		Full-time permanent	0	1	1		
CEO/Head of Business in Australia		Full-time contract	0	0	0		
	0	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	1	5	6		
		Full-time contract	0	0	0		
Other executives/General managers	-1	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	6	15	21		
		Full-time contract	0	0	0		
Senior Managers	-2	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
		Full-time permanent	8	29	37		
		Full-time contract	1	0	1		
Other managers	-3	Part-time permanent	0	0	0		
		Part-time contract	0	0	0		
		Casual	0	0	0		
Grand total: all managers		_	16	50	66		





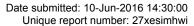
Non-manager

Non-manager occupational categories	Employment	No. of employees (excluding graduates and apprentices)		No. of graduates (if applicable)		No. of apprentices (if applicable)		Total
Categories	status	F	М	F	M	F	М	employees
	Full-time permanent	5	9	0	0	0	0	14
	Full-time contract	0	1	0	0	0	0	1
Professionals	Part-time permanent	1	0	0	0	0	0	1
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	1	18	0	0	0	0	19
	Full-time contract	0	0	0	0	0	0	0
Technicians and trade	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	2	0	0	0	0	2
	Full-time permanent	0	0	0	0	0	0	0
	Full-time contract	0	0	0	0	0	0	0
Community and personal service	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	0	0	0	0	0	0
	Full-time permanent	14	0	0	0	0	0	14
	Full-time contract	1	0	0	0	0	0	1
Clerical and administrative	Part-time permanent	2	0	0	0	0	0	2
	Part-time contract	1	0	0	0	0	0	1
	Casual	1	1	0	0	0	0	2
	Full-time permanent	4	0	0	0	0	0	4
Sales	Full-time contract	0	0	0	0	0	0	0
	Part-time permanent	0	0	0	0	0	0	0





Non-manager occupational	Employment status		cluding graduates and ntices)	No. of graduates (if applicable)		No. of apprentices (if applicable)		Total employees
categories		F	M	F	M	F	М	employees
	Part-time contract	0	0	0	0	0	0	0
	Casual	1	0	0	0	0	0	1
	Full-time permanent	24	117	0	0	0	0	141
	Full-time contract	0	1	0	0	0	0	1
Machinery operators and drivers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	27	66	0	0	0	0	93
	Full-time permanent	4	8	0	0	0	0	12
	Full-time contract	0	0	0	0	0	0	0
Labourers	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	73	113	0	0	0	0	186
	Full-time permanent	2	16	0	0	0	0	18
	Full-time contract	0	0	0	0	0	0	0
Others	Part-time permanent	0	0	0	0	0	0	0
	Part-time contract	0	0	0	0	0	0	0
	Casual	0	1	0	0	0	0	1
Grand total: all non-managers	·	161	353	0	0	0	0	514



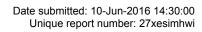




Reporting questionnaire

Gender equality indicator 1: Gender composition of workforce

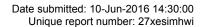
1 Do you have formal policies and/or formal strategies in place that SPECIFICALLY SUPPORT GENDER EQUALITY in relation to:
1.1 Recruitment? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No
 No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.2 Retention? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.3 Performance management processes? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.4 Promotions? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.5 Talent identification/identification of high potentials? ☐ Yes (you can select policy and/or strategy options)







☐ Standalone policy☐ Policy is contained within another policy☐ Standalone strategy
☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.6 Succession planning? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.7 Training and development? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
1.8 Resignations? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority
 1.9 Key performance indicators for managers relating to gender equality? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
□ No □ No, currently under development □ No, insufficient human resources staff □ No, don't have expertise □ No, not a priority
1.10 Gender equality overall?✓ Yes (you can select policy and/or strategy options)







☐ Standalone policy
□ Policy is contained within another policy
Standalone strategy ■
☐ Strategy is contained within another strategy
] No
No, currently under development
No, insufficient human resources staff
No, don't have expertise
☐ No, not a priority

1.11 You may provide details of other formal policies or formal strategies that specifically support gender equality that may be in place:

Select Harvests has established both a stand alone Diversity Policy and a Diversity & Inclusion Committee.

1.12 In the table below, please provide the NUMBER of new appointments made during the reporting period (by gender and manager/non-manager categories). This should include appointments from both external and internal sources such that if an existing employee is appointed to another role within the organisation (promotion or not), they would need to be included.

All appointments need to be included regardless of how they were made, for example through recruitment exercises, cold canvassing, previously-submitted resumes.

	Managers		anagers Non-man	
	Female	Male	Female	Male
NUMBER of appointments made	1	9	73	136

1.13 In the table below, please provide the NUMBER of employees who were awarded promotions during the reporting period (by gender, employment status and manager/non-manager categories).

('Promotion' means where a person has advanced or been raised to a higher office or rank on an ongoing basis. Temporary higher duties are not considered a promotion. This does not typically include movement within a salary band unless it involves a move to higher office or rank.)

No cell should be left blank, please enter '0' (zero) where there is no data.

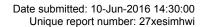
	Managers		Non-man	agers
	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	2	2	1
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	0	15

1.14 In the table below, please provide the NUMBER of employees who have resigned during the reporting period (by gender, employment status, and manager/non-manager categories).

('Resigned' refers to employees who have given up their employment voluntarily, not those who are subject to employer-initiated terminations or redundancies.)

No cell should be left blank, please enter '0' (zero) where there is no data.

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		Managers	Non-managers







	Female	Male	Female	Male
Permanent/ongoing full-time employees	1	2	4	9
Permanent/ongoing part-time employees	0	0	0	0
Fixed-term contract full-time employees	0	0	0	0
Fixed-term contract part-time employees	0	0	0	0
Casual employees	0	0	45	15

1.15 Should you wish to provide additional information on any of your responses under gender equality indicator 1, please do so below:

Gender equality indicator 2: Gender composition of governing bodies

- Your organisation, or organisations you are reporting on, will have a governing body/board as defined in the Workplace Gender Equality Act 2012 (Act). (In the Act, a governing body is defined as "the board of directors, trustees, committee of management, council or other governing authority of the employer".) For the purposes of reporting under the Act, this question relates to the ultimate or 'highest' governing body for your organisation. NB: if your governing body/board is located overseas, it still needs to be included.
- o For private or publicly listed companies, you will have one or more directors or a board of directors.
- o For trusts, the trustee is the governing body/board.
- o For partnerships, the governing body/board is likely to comprise all or some (if elected) partners.
- o For organisations whose governing body/board is the same as their parent entity's governing body/board, it is still deemed to have a governing body/board.
- o For religious structures, you may have a canonical advisor, bishop or archbishop.
- o For other structures that do not fall into any of the above categories, your committee of management would be considered your governing body/board.
- 2.1 Please complete the table below, ensuring data entered is based on the instructions in each column header. For each organisation, enter the number of women and men on that governing body/board (not percentage). If a target has been set to increase the representation of women on any of the governing bodies listed, please indicate the % target and the year it is to be reached.

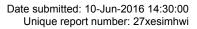
If your organisation's governing body/board is the same as your parent entity's governing body/board, you will need to enter your organisation's name but the details of your parent entity's governing body/board in the table below.

Organisation name	Gender and NUMBER of chairperson/s (NOT percentage)	Gender and NUMBER of other governing body/board members (NOT percentage)	% target for representation of women on each governing body/board	Year to be reached





		F (Chair)	M (Chair)	F	M	(enter 0 if no target has been set, or enter a % between 1- 100)	(in YYYY format; if no target has been set, leave blank)
01	SHV	0	1	1	5	15	2018
02							
03							
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
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20							
21							
22							
23							
24							
25							
26							
27							







28									
29									
30									
2.2 gov	2.2 If a target relating to the representation of women has not been set for any of the governing bodies listed above, you may specify why below:								

2.2 If a target relating to the representation of women has not been set for any of t governing bodies listed above, you may specify why below: Governing body/board has gender balance (e.g. 40% women/40% men/20% either Currently under development Insufficient human resources staff Don't have expertise Do not have control over governing body/board appointments (provide details why))
☐ Not a priority☐ Other (provide details):	
2.3 Do you have a formal selection policy and/or formal selection strategy for gove body/board members for ALL organisations covered in this report? ☐ Yes (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy ☐ Strategy is contained within another strategy ☐ No ☐ No, in place for some governing bodies/boards ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, do not have control over governing body/board appointments (provide details we	
No, don't have expertiseNo, not a priorityNo, other (provide details):	

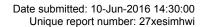
2.4 Partnership structures only: (only answer this question if your organisation operates under a partnership structure, ie is NOT an incorporated entity (ie Pty Ltd, Ltd or Inc), or an unincorporated entity).

Please enter the total number of female and male equity partners (excluding the managing partner) in the following table against the relevant WGEA standardised manager definitions. Non-equity (salaried) partners need to be included in your workplace profile.

Details of your managing partner should be included separately in the CEO row of your workplace profile.

NB: Please ensure that the composition of your governing body/board (which may include all or some of your equity partners below) is also entered in question 2.1.

	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who ARE key management personnel (KMPs) (excluding your managing partner)				
Equity partners who are "Other executives/General managers"				
Equity partners who are "Senior managers"				







	Full- time females	Part- time females	Full- time males	Part- time males
Equity partners who are "Other managers"				

2.5 Should you wish to provide additional information on any of your responses under gender equality indicator 2, please do so below:

Gender equality indicator 3: Equal remuneration between women and men
Do you have a formal policy and/or formal strategy on remuneration generally? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No
No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, salaries set by awards or industrial agreements
 No, non-award employees paid market rate No, not a priority No, other (provide details):
Has a gender remuneration gap analysis been undertaken? (This is a payroll analysis to determine whether there are any gaps between what women and men are paid.) Yes. When was the most recent gender remuneration gap analysis undertaken? Within last 12 months Within last 1-2 years More than 2 years ago but less than 4 years ago Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, salaries for ALL employees (including managers) are set by awards or industrial agreements, AND there is no room for discretion in pay changes (for example because pay increases occur only when there is a change in tenure or qualifications) No, salaries for SOME or ALL employees (including managers) are set by awards or industrial agreements and there IS room for discretion in pay changes (because pay increases can occur with some discretion such as performance assessments) No, non-award employees are paid market rate No, not a priority No, other (provide details):

4.2 Should you wish to provide additional information on any of your responses under gender equality indicator 3, please do so below:





Gender equality indicator 4: Flexible working and support for employees with family and caring responsibilities

5 Do you provide employer funded paid parental leave for PRIMARY CARERS, in
addition to any government funded parental leave scheme for primary carers?
Yes. (Please indicate how employer funded paid parental leave is provided to the primary
carer):
By paying the gap between the employee's salary and the government's paid
parental leave scheme
By paying the employee's full salary (in addition to the government's paid
scheme), regardless of the period of time over which it is paid. For example, full pay for 12
weeks or half pay for 24 weeks
As a lump sum payment (paid pre- or post- parental leave, or a combination)
No No
No, currently being considered
No, insufficient human resources staff
☐ No, government scheme is sufficient
No, don't know how to implement
No, not a priority
No, other (provide details):
6 Do you provide employer funded paid parental leave for SECONDARY CARERS, in
addition to any government funded parental leave scheme for secondary carers?
Yes, one week or greater (please go to 6.1)
Yes, less than one week (please go to 6.2)
No
No, currently being considered
No, insufficient human resources staff
No, government scheme is sufficient
No, don't know how to implement
□ No, not a priority
No, other (provide details):

7 How many female and male managers, and female and male non-managers, have utilised parental leave (paid and/or unpaid) during the past reporting period (this is to include employees still on parental leave who commenced this leave in another reporting period)?

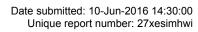
No cell should be left blank, please enter '0' (zero) where there is no data.

	Primary care	r's leave	Secondary carer's leave			
	Female	Male	Female	Male		
Managers	3	0	0	0		
Non-managers	3	0	0	1		

8 Provide the NUMBER of employees who, during the reporting period, ceased employment during, or at the end of, parental leave (by gender and manager/non-manager categories).

This includes employees on parental leave that had commenced in another reporting period. Include situations where the parental leave was taken continuously with any other leave type. For example, a person may have utilised paid/unpaid parental leave, annual leave or other unpaid leave during a single block of 'parental leave'.

'Ceased employment' means anyone who has exited the organisation for whatever reason, including resignations, redundancies and dismissals.



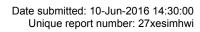




No cell should be left blank, please enter '0' (zero) where there is no data.

	Female	Male
Managers	1	0
Non-managers	0	0

9 ⊠ Yes	Do you have a formal policy and/or formal strategy on flexible working arrangements? (you can select policy and/or strategy options) ☐ Standalone policy ☐ Policy is contained within another policy ☐ Standalone strategy
No,No,No,No,No,No,	Strategy is contained within another strategy currently under development insufficient human resources staff included in workplace agreement don't have expertise don't offer flexible arrangements not a priority other (provide details):
	Do you have a formal policy and/or formal strategy to support employees with family g responsibilities? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy
No, No, No, No, No,	currently under development insufficient human resources staff included in workplace agreement don't have expertise not a priority other (provide details):
services Yes No No, No, No, No, No,	Do you have any non-leave based measures to support employees with family or responsibilities (e.g. employer-subsidised childcare, breastfeeding facilities, referral s)? currently under development insufficient human resources staff don't have expertise not a priority other (provide details):
✓ Yes✓ No	Do you have a formal policy and/or formal strategy to support employees who are noting family or domestic violence? (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy currently under development

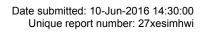






☐ No, insufficient human resources staff
No, included in workplace agreement
No, not aware of the need
No, don't have expertise
No, not a priority
No, other (please provide details):
Other than a policy and/or strategy, do you have any measures to support employees
who are experiencing family or domestic violence?
selected):
Employee assistance program (including access to a psychologist, chaplain or
counsellor)
☐ Training of key personnel
☐ A domestic violence clause is in an enterprise agreement or workplace agreement
☐ Access to paid domestic violence leave (contained in an enterprise/workplace
agreement)
Access to unpaid domestic violence leave (contained in an enterprise/workplace
agreement)
Access to paid domestic violence leave (not contained in an enterprise/workplace
agreement) ☑ Access to unpaid leave
☐ Access to differ leave
Referral of employees to appropriate domestic violence support services for
expert advice
Protection from any adverse action or discrimination based on the disclosure of
domestic violence
Provide financial support (e.g. advance bonus payment or advanced pay)
Offer change of office location
Emergency accommodation assistance
Access to medical services (e.g. doctor or nurse)
Other (provide details):
□No
☐ No, currently under development
No, insufficient human resources staff
No, not aware of the need
No, don't have expertise
No, not a priority
No, other (provide details):
Please tick the checkboxes in the table below to indicate which employment terms,
conditions or practices are available to your employees (please note that not ticking a box
indicates that a particular employment term, condition or practice is not in place):
Managers Non-managers
Female Male Female Male
Formal Informal Formal Information Formation Formati
Flexible hours
O 1 11 O 1

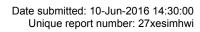
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		Mana	agers		Non-managers			
	Fei	male	M	ale	Female		Male	
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal
Flexible hours of work								
Compressed working weeks								
Time-in-lieu								
Telecommuting								
Part-time work			\boxtimes		\boxtimes			







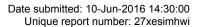
	Managers				Non-managers				
	Female		Male		Female		Male		
	Formal	Informal	Formal	Informal	Formal	Informal	Formal	Informal	
	П		П		П		П		
Job sharing									
Carer's leave									
Purchased leave									
Unpaid leave									
14.1 If there are any other employment terms, conditions or practices that are available to your employees, you may provide details of those below: Informal working from home arrangements and flexible start and finish times. 14.2 Where employment terms, conditions or practices are not available to your employees for any of the categories listed above, you may specify why below: Currently under development Insufficient human resources staff Don't have expertise Not a priority Other (provide details):									
Gender equality indicator 5: Consultation with employees on issues concerning gender equality in the workplace 15 Have you consulted with employees on issues concerning gender equality in your workplace? Yes									
☐ No, not neede	ed (provid	e details wh	ny):						
 No, insufficient human resources staff No, don't have expertise No, not a priority No, other (provide details): 									
15.1 How did you consult with employees on issues concerning gender equality in your workplace (more than one option can be selected)? ☐ Survey ☐ Consultative committee or group ☐ Focus groups ☐ Exit interviews ☐ Performance discussions ☐ Other (provide details):									
15.2 Please indicate what categories of employees you consulted. ☑ All staff ☐ Women only									







 Men only Human resources managers Management Employee representative group(s) Diversity committee or equivalent Women and men who have resigned while on parental leave Other (provide details):
15.3 Should you wish to provide additional information on any of your responses under gender equality indicator 5, please do so below:
Gender equality indicator 6: Sex-based harassment and discrimination
Do you have a formal policy and/ or formal strategy on sex-based harassment and discrimination prevention? Yes (you can select policy and/or strategy options) Standalone policy Policy is contained within another policy Standalone strategy Strategy is contained within another strategy No No, currently under development No, insufficient human resources staff No, included in workplace agreement No, don't have expertise No, not a priority No, other (provide details):
16.1 Do you include a grievance process in any sex-based harassment and discrimination prevention policy and/or strategy? ☐ Yes ☐ No ☐ No, currently under development ☐ No, insufficient human resources staff ☐ No, don't have expertise ☐ No, not a priority ☐ No, other (provide details):
17 Does your workplace provide training for all managers on sex-based harassment and discrimination prevention? ☑ Yes - please indicate how often this training is provided ('At induction' AND one of the other options can be selected): ☐ At induction ☐ At least annually ☐ Every one-to-two years ☐ Every three years or more ☑ Varies across business units ☐ Other (provide details):
 No No, currently under development No, insufficient human resources staff No, don't have expertise No, not a priority





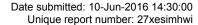


No, other (pro	vide details):
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17.1 Should you wish to provide additional information on any of your responses under gender equality indicator 6, please do so below:

Other

Should you wish to provide details of any initiatives that you feel are particularly outstanding, or that have resulted in improved gender equality outcomes in your workplace, please enter this information below. (As with all of the questions in this questionnaire, any information you provide here will appear in your public report.)
SHV has provided corporate memberships to female employees to NAWO (National Association of Women's in Operations) where professional training and development is highly encouraged.







Gender composition proportions in your workplace

Important notes:

- 1. Proportions are based on the data contained in your workplace profile and reporting questionnaire.
- Some proportion calculations will not display until you press Submit at step 6 on the reporting page in the portal. When your CEO signs off the report prior to it being submitted, it is on the basis that the proportions will only reflect the data contained in the report.
- 3. If any changes are made to your report after it has been submitted, the proportions calculations will be refreshed and reflect the changes **after** you have pressed **Re-submit** at step 6 on the reporting page.

Based upon your workplace profile and reporting questionnaire responses:

Gender composition of workforce

1. the gender composition of your workforce overall is 30.5% females and 69.5% males.

Promotions

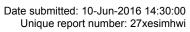
- 2. 14.3% of employees awarded promotions were women and 85.7% were men
 - i. 33.3% of all manager promotions were awarded to women
 - ii. 11.1% of all non-manager promotions were awarded to women.
- 3. 0.7% of your workforce was part-time and 0.0% of promotions were awarded to part-time employees.

Resignations

- 4. 65.8% of employees who resigned were women and 34.2% were men
 - 33.3% of all managers who resigned were women
 - ii. 67.1% of all non-managers who resigned were women.
- 0.7% of your workforce was part-time and 0.0% of resignations were part-time employees.

Employees who ceased employment before returning to work from parental leave

- 16.7% of all women who utilised parental leave and ceased employment before returning to work
- ii. 0.0% of all men who utilised parental leave and ceased employment before returning to work
- iii. 33.3% of all managers who utilised parental leave and ceased employment before returning to work were women
- iv. 0.0% of all non-managers who utilised parental leave and ceased employment before returning to work were women.







Notification and access

List of employee organisations	
CEO sign off confirmation	
Name of CEO or equivalent	Paul Thompson
Confirmation CEO has signed the report	Yes
CEO Signature:	Date: